

Job Title – Education Programme Administrator

Salary – starting from £25,597

Contract Type – Permanent, Full-time (35 hours)

Location - We fully support flexible working, from our superb offices in Holborn and from home. We do require staff to spend minimum 20% of their time in the office. This is subject to role requirements.

About us

The Royal College of Surgeons of England is one of the best known professional membership organisations in the world, with a name and reputation that speak for excellence in the UK and across the globe. We provide education, assessment and development to nearly 30,000 surgeons, dental surgeons and members of the wider surgical and dental teams at all stages of their career; we set professional standards, facilitate research and champion world-class surgical outcomes for patients.

About the role

The Learning Department develops educational courses for surgeons, which are run at 150 centres across the UK and internationally. Over 8000 participants take RCS courses each year, and the department maintains a community of over 3000 volunteer faculty.

The Education Programme Administrator is responsible for managing various aspects of education programmes, including handling enquiries, maintaining faculty information, developing web-based content, preparing course materials, updating learning materials, providing event administration, meeting support, and coordinating the administration of bursaries and awards.

They will support three Education Programme Managers and the wider Learning Team and have an independent workload as well.

Responsibilities

- Please read the job description for more details on the duties and responsibilities.

About you

- You are a collaborative worker that is solution focussed and driven.
- You are able to work with people at a variety of levels and adapt your style to the circumstances in order to get the best results from that situation.
- You have excellent communication skills both written and verbal and can use those skills to influence, encourage and enthuse those you are working with.
- The successful applicant will have the ability to foresee potential issues and roadblocks and have thought about how to mitigate those risk to avoid unnecessary delays. You do not need to have worked in medical education or healthcare before but you should be customer focussed.

What we can offer you

- 27 days paid holiday + bank holidays and up to 4 college closure days
- Flexible working
- Enhanced contributory pension scheme & other leave entitlements
- Variety of learning and development opportunities
- Wellbeing programme & Employee Assistance Scheme

Interested Candidates:

If you wish to apply or if you have any questions about this position please email your CV together with a cover letter to RCSHR@rcseng.ac.uk.

Any personal data collected from you, or that you provide to us, will be processed by us in accordance with our recruitment processes. If unsuccessful in your application, your information will be held by us on our database for a period of 6 months before deletion. If you would like your information removed sooner, please contact RCSHR@rceng.ac.uk

Closing date: Tuesday 30 April 2024

Please note that this is a rolling recruitment, and we will shortlist every week.

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The Royal College of Surgeons of England is committed to protecting your privacy. We are registered as a data controller with the Information Commissioner's Office (ICO). All College employees are responsible for records held, created and used as part of their work for the College including patient/client, corporate and administrative records. Records are managed according to the requirements of the Data Protection Act 2018 and ensure confidentiality. The College ensures that staff are trained to handle the information you submit to us with care and discretion, seeking advice where necessary.